

# Website Privacy policy

This website is operated by Daniel Taylor-Lund NLP. We take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information about:

- Who we are
- How and why we collect, store, use and share personal information
- Your rights in relation to your personal information, and
- How to contact us and supervisory authorities in the event that you have complaint.

## **Who we are**

Daniel Taylor-Lund NLP (“we” or “us”) collect, use, and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulations which apply across the European Union (including the UK) and we are responsible as ‘controller’ of that personal information for the purpose of those laws.

## **The personal information we collect and use**

1. Personal Information you provide to us:

We collect the following personal information that you provide to us -

- Name
- Address
- Email address
- Phone number

Some examples of when we collect this information -  
When you send us an email via the website.

B. Personal Information you provide about third parties.

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data
- shall receive any data protection notices on their behalf; and
- shall consent on their behalf to the transfer of their personal data abroad.

## **How we use your personal information**

We collect information about our users for the following purposes:

To identify you and manage any accounts and contracts we have with you.

## **Who your information may be shared with**

We may share your information with:

Law enforcement agencies in connection with any investigation to help prevent unlawful activity.

We will not share your personal information with any 3rd parties.

## **How long your personal information will be kept**

We hold your information for the following periods:

Name and Address - 6 years - to satisfy UK tax law.

Email and phone number - for the length of our provision of services to you.

These periods are no longer than necessary in each case.

## **Keeping your information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

## **We will also use technological and organisation measures to keep your information secure.**

We will also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Indeed, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security and integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

## **Transfers of your information out of the EEA**

We will not transfer your personal information outside of the EEA at any time.

## **What rights do you have?**

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information.
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold.

- require erasure of personal information concerning you in certain situations.
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transit those data to a third party in certain situations.
- object at any time to processing of personal information concerning you for direct marketing.
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.
- object in certain other situations to our continued use of your personal information in certain circumstances.
- otherwise restrict our processing of your personal information in certain circumstances.
- claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioners Office on individuals rights under the General Data Protection Regulations (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individuals-rights/> )

If you would like to exercise any of these rights please:

- email, call or write to us
- Let us have enough information identify you
- let us have proof of your identity (a copy of your driving license, passport, or a recent utility/credit card bill)
- Let us know the information to which your request relates.

From time to time we may also have other methods to unsubscribe (opt out) from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

### **Do you need extra help?**

If you would like this policy in another format (audio, large print, braille) please contact us using the details below.

### **Changes to this privacy policy:**

This privacy policy was created 20/10/2022 and last updated 24/10/2022

We may change this privacy policy for time to time. You should check this policy occasionally to ensure that you are aware of the most recent version that will apply each time you visit the website. We will also attempt to identify users of any changes by:

Announcement on the website.

### **Contacting us:**

If you have any questions about this policy or the information we hold about you, please contact us by emailing us at : [danieltaylor-lund@outlook.com](mailto:danieltaylor-lund@outlook.com)